



Winnersh Parish Council

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Minutes of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held in the John Grobler Room on Tuesday 30 January 2018 at 7.45 pm.

PRESENT: Cllrs F Breedlove (Chairman), P Bray (late), S Hanna, G Harper, B Krauze, R Shepherd-Dubey, J Southgate.

In Attendance: Mr C Hudson – Parish Clerk, Miss A Lambourne – FAO.

1 APOLOGIES

- 1.1 Apologies for absence: none
- 1.2 Apologies for lateness: Cllr P Bray

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 29.10.17

- 2.1 The CCLA registration is ongoing. **ACTION: Clerk**
- 2.2 The Utilities investigations are ongoing. **ACTION: FAO**
- 2.3 The update of the Policies & Procedures summary sheet is ongoing. **ACTION: Clerk**
- 2.4 The Relief Caretaker advert is ongoing. **ACTION: Clerk**

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

- 3.1 A request for a grant had been received from Keep Mobile.
The Committee **RESOLVED** that £1550 would be donated. **ACTION: FAO**
- 3.2 A request for a grant had been received from Wokingham Volunteer Centre.
The Committee **RESOLVED** that £300 would be donated. **ACTION: FAO**
- 3.3 A grant of £50 to the WBC Mayor's Charity had been approved at the December Full Council meeting. The Committee asked for this to be recorded amongst the grants approved by F&GP. See table of grants, 3.5 below. **ACTION: Clerk**

3.4 The Committee asked the FAO to check that all grants authorised had been paid.

ACTION: FAO

3.5 Table of grants authorised for 2017/18

Organisation	Date authorised	Amount Authorised	Paid/to pay
W&D Citizens Advice Bureau	25.4.17	£1000	9.5.17
Wokingham Job Support Centre	25.4.17	£400	9.5.17
WBC Match Funding	25.4.17	£550	9.5.17
MS Therapy Centre	25.4.17	£120	9.5.17
Me2	25.4.17	£100	9.5.17
Victim Support	18.7.17	£120	8.8.17
Berkshire Vision	18.7.17	£120	8.8.17
Home Start	31.10.17	£400	14.11.17
ARC	31.10.17	£300	14.11.17
WBC Mayor's Charity	12.12.17	£50	12.12.17
Wokingham Volunteer Centre	30.1.18	£300	13.2.18
Totals		£3460	£3460

3.5.1 Table of Grants for Transport 2017/18

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus	18.7.16	£2250	8.8.17
Keep Mobile	30.1.18	£1550	13.2.18
Totals		£3800	£3800

3.6 Referrals from other committees:

None.

4 CORRESPONDENCE

4.1 Item N3; The Clerk reported that a quotation had been received from Fencing Products to repair the balustrade to the external toilet at a cost of £295 The Committee **RESOLVED** to authorise this repair, which is to be allocated to the Pavilion Unscheduled Maintenance budget.

5 REVIEW OF ACCOUNTS FOR QUARTER 3 2017-18

5.1 Income, p1

The Committee noted the increase in Pavilion income for the autumn, due to an extra booking for the autumn term. Sindlesham Room income is down because of two cancellations by regular hirers.

The Committee noted the reduction in the Bearwood Recreation Ground income, due mainly to the year on year decrease in hirings from WRFC.

5.2 Expenditure, p1

Problems have arisen due to duplication of payments in the gas invoicing. The FAO was asked to get this corrected. **ACTION: FAO**

The Utilities bills are reported down but corrections upwards are expected.

The Unscheduled Maintenance includes several large items which have been previously authorised.

The water at the allotments needs checking for potentially high estimates of use over the winter. Cllr Harper will take a current meter reading. **ACTION: Cllr Harper**

Expenditure, p2

The Employment expenditure was noted as acceptable.

The IT expenditure is high because of the unbudgeted costs of the new computer cover.

The reduced charges for the new photocopier were noted. The Committee authorised £250 to cover the removal of the old copier. **ACTION: Clerk**

The Chairman's Allowance expenditure was noted to be within budget.

The Committee asked for Election Expenses to be put under Other Expenditure reporting. **ACTION: FAO**

The Committee discussed the absence of S106 income. Cllr P Bray was asked to follow up the allocation of this income. **ACTION: Cllr P Bray**

5.3 Capital & Special Projects

The History Project is awaiting suitable projects for which it can be used. The Committee discussed the possibility of getting volunteers to help with the project.

- 5.4 The YTD QTR3 accounts contained small inconsistencies with the YTD figures in the Budget Estimates schedule, see Item 7 below. The FAO will investigate the differences between the two reports and circulate corrected figures to the F&GP members, prior to circulation to Full Council. **ACTION: FAO**

6 CHAIRMAN'S ALLOWANCE 2018-19

- 6.1 The Committee discussed the Chairman's Allowance. The Committee **RESOLVED** to keep the allowance at £160 for general expenses and £240 for general expenditure for which receipts would be required.

7 REVIEW OF REVENUE BUDGET ITEMS FOR 2018-19

- 7.1 The Committee considered the Budget Estimates for Q4 2017-18. The Committee noted the Franchise Fee figures were accurate and that the Precept/Tax Support Grant figures had been amalgamated.

- 7.2 The Committee then considered the Budget Estimates for 2018-19. The Employment costs included a 2% increase in preparation for a nationwide payment agreement. The estimated rates demand was based upon the figures of 2016-17 and earlier. The allotment budget assumes use of the Reading Road allotments throughout the summer growing season. Unscheduled maintenance is increased by £500.

The IT estimated budget is higher because of the new ITQED contract.

The NALC/BALC subscription is up to reflect a 2.98% increase in the subscription rate.

The new street lights may be installed before the end of the current financial year.

The grants budget is to remain at £4000.

- 7.3 During the review the Committee noted that some Q1,2,3 Budget Estimate figures did not exactly match the Q3 Accounts figures. The Committee considered that the figures were however reasonable guidelines. The Committee asked the FAO to circulate the corrected figures to the F&GP members prior to circulation to the Full Council meeting for verification. **ACTION: FAO**

8 REVIEW OF CAPITAL AND MAJOR PROJECTS BUDGETS 2018-19

- 8.1 The Committee considered the recommended budgets for the Council's committees.

The Committee **RESOLVED** to accept the Planning Committee projects budget as presented to the Committee.

The Committee **RESOLVED** to accept the F&GP Committee projects budget as presented to the Committee.

The Committee considered the R&A Committee recommendations.

The Car Park budget was reduced to £30000.

Cllr Harper presented the budgetary requests from Cllr Wooldridge. The Committee discussed the projects in principle. The Committee considered the details of the installation and costs of the disabled swing. The Committee discussed the proportionality of benefits for this type of project and considered that a multi-parish funded disabled site at a central location might be more beneficial. Cllr P Bray will investigate this option. **ACTION: Cllr Bray**

The Clerk gave a progress report on the kitchen/lobby project. Following discussions with the contractor and Winnersh Ballroom it was proposed that extra cupboard space is supplied and an additional electrical socket created. The Committee **RESOLVED** to add an additional £1000 to the R&A kitchen/lobby budget – the work is now expected to go ahead in February 2018.

The Committee **RESOLVED** to accept the R&A Committee projects budget as presented to the Committee, with the change to the car park budget detailed above and the probability that the kitchen/lobby will not need to be included in the 2018-19 budget.

9 REVIEW OF THE BUDGET AND PRECEPT FOR 2018-19

- 9.1 The Committee considered budget and precept proposals for 2018-19. The Committee considered that the discrepancies in the accounts and budget calculations noted in 5.4 and 7.3 above made it impractical to recommend a detailed breakdown to Full Council.

Cllr Breedlove will produce the revised Budget Summary/Precept calculations for consideration by the February Full Council. **ACTION: Cllr Breedlove**

10 INTERIM INTERNAL AUDIT REPORT 2017-18

- 10.1** The Committee noted the comments on major expenditure and overtime. The FAO confirmed that a second site visit regarding RBS was being arranged. The Committee noted the observations regarding the build up of reserves and confirmed that major projects are expected to be implemented in 2018-19. The Committee accepted the interim audit report.

11 POLICIES AND PROCEDURES

- 11.1** The Clerk presented the C04 Complaints policy. This version had been accepted at Full Council in November 2014, which included an update recommended by the F&GP committee.
- 11.2** The Committee considered the C04 Complaints policy. The Committee suggested the insertion of a bullet point to confirm the reporting of investigations to Full Council.
- 11.3** The Committee **RESOLVED** to accept the C04 Complaints policy, with the changes specified in 11.2 above.

12 GDPR

- 12.1** The Clerk reported on the courses he had attended on GDPR. Cllr P Bray reported on information received by the Borough council. The appointment of a suitable Data Protection Officer was discussed. It was agreed that the Clerk and Internal Auditor were not sufficiently independent to take on this role. As yet the detail of what is required for GDR is not available. The ICO has established a help-desk for parish councils. ITQED are willing to offer support for the computers. The Clerk reported that a BALC bulletin, including GDPR HR guidance, had been received just before the meeting. The Clerk will distribute the bulletin to Committee members. **ACTION: Clerk**

13 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 13** None

14 NEXT MEETING OF THE F&GP COMMITTEE

- 14.1** The provisional date of the next meeting was agreed as **Tuesday 24 April 2018 at 7.45pm.**

PART 2

15 STAFFING MATTERS

- 15.1** The Clerk reported on the Internal Auditor's comments regarding toil and holidays. He reported on the outstanding toil and holidays for the staff.

The Committee expressed concern at the build up of time outstanding. A discussion took place regarding staff workload and how to ascertain the changes to justify the extra hours. The Committee asked the Clerk to contact SLCC with a view to receiving an audit of the Council's staffing needs.

ACTION: Clerk

The FAO was asked to keep a record of projects and overtime to show how the extra hours are arrived at.

ACTION: FAO

The Committee **REFERRED** the question of current toil and holidays to the Executive Committee.

There being no further business the Committee meeting closed at 11.05 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 30 January 2018

- 1 MS Therapy Centre; re grants received
- 2 CAB; winter bulletin
- 3 BALC; bulletin, including subscription rates 2018-19
- 4 Berkshire Pensions; Employer newsletter
- 5 NALC; council tax referendum principles
- 6 BALC; update, including GDPR note
- 7 HMRC; VAT notes4 of 2017
- 8 Berkshire Pensions; receipt of Register of Employer Contacts
- 9 BALC; January 2018 newsletter, inc GDPR update
- 10 BALC; January 2018 newsletter, inc scales of external audit fees
- 11 Woodley TC; copy of guidance on local government investments

Correspondence received following the issue of the agenda for the meeting of 30 January 2018

- N1 HMRC; Paying PAYE electronically 2018-19
- N2 BALC; Bulletin, including GDPR information
- N3 Fencing Products; quote for repair of external toilet balustrade

Grant Applications:

- G1 Wokingham Volunteer Centre
- G2 Keep Mobile